



## village of mount pleasant **COMMUNITY ROOM USAGE GUIDELINES**

### **GUIDING PRINCIPLES**

Use of Village Community Rooms is guided by several fundamental principles. Facilities are available for meetings and events that:

#### **Support our civic purpose**

These activities facilitate Village Board and Village departments in carrying out their mission and business. For example, Village board and commission meetings, Village department meetings or sponsored events and other governmental agency meetings.

#### **Support the community**

These activities provide an opportunity for citizen organizations to meet. For example, neighborhood associations, community groups, clubs, condominium associations.

#### **Public meetings and/or events (non profit groups)**

Village Community Rooms are available to the public for lawful, noncommercial purposes. These meetings and/or events must be free and open to the public, and conform to Village policy.

#### **Special/Private events**

Special/private events that are not open to the public may be subject to additional guidelines and rental fees. Private events will be evaluated on a case by case basis.

# USAGE GUIDELINES

Community Rooms are available both during and outside of normal business hours for public meetings and/or events sponsored by non profit-groups. All events may be subject to rental fees. An additional fee will be charged to non-residents.

Village Hall normal business hours are Monday through Friday, 8:00 am to 5:00 pm.

**Reservations are not available on Sundays and legal holidays.**

1. Applicants must be 21 years of age or older. The applicant must be present throughout the entire meeting/event. The person signing the application is considered to be the responsible part in case of damage, theft, or disturbance during facility use.
2. When fees are applicable, they are due at the time of booking. Due to the nature of the meeting or event, or its timing, we may impose a \$200 fee to pay for onsite security, and/or a \$100 security deposit depending upon the type of the event and size of the group. This \$100 deposit would be refunded as the conditions warrant.
3. Your application specifies the agreed upon arrival and departure times. This includes the time that you need to set up and clean up your meeting or event. You will not have access to the room prior to the agreed upon arrival time or after the agreed upon departure time. Any group arriving early or departing late may be prohibited from future use.
4. Groups comprised of minors (under age 18) must have chaperons. Supervision for young children must be provided. Renters are responsible for providing the necessary staff/volunteers for their event.
5. Community Room users are responsible for complying with ADA (Americans with Disabilities Act) requirements for their events.
6. The kitchen must be reserved in advance and a fee will be charged. If the kitchen is used, you must bring in all of your own equipment and supplies. The kitchen must be clean when you leave, all of your belongings removed and the garbage bagged for removal by Village staff.
7. Meals, light snacks and non-alcoholic beverages may be served. For after hours events, all caterers must have a copy of their insurance on file with the Village prior to the event. Groups must bring in all of their own supplies. Food must remain in the reserved room and may not be taken into the Village Hall. Food and beverages are not allowed in the auditorium. Rooms must be left in a clean and orderly condition.
8. Deliveries must occur during your reservation period and you must be available on-site to receive them unless other arrangements have been made with our staff. Our staff is not authorized to receive and sign for your deliveries and due to space and security concerns; they cannot store items for your event.
9. Advance notice of cancellation should be given to the Village contact person at least 7 days prior to the scheduled event. A refund of 50% of the fees paid will be made for cancellations made 7 or more days prior to the event. Cancellation of an event less than 7 days prior to the event will result in forfeiture

of all fees paid. If the event is rescheduled for another date, no penalties may be applied. Failure to inform the Village in a timely manner or repeated cancellations may result in loss of future use of Village facilities.

10. All rooms shall be returned to their original configuration. Please note the layout upon arrival and return the condition of the room as it was originally found. Any trash or refuse not fitting in trash receptacle shall be bagged and removed from the facility. Overfilling trash receptacles is not acceptable and may cause damage upon spilling.
11. Audio & Visual (AV) equipment is available for use in Community Room 1 only. AV equipment is available in the Auditorium, but Village staff must be present in order to utilize. This is available based on availability of staff and special request only. AV equipment in the auditorium is not available for public use outside of normal business hours.

## PROHIBITIONS

- The Village is not responsible for damage or claims for personal injury or death, or claims for damage or loss of property incurred. The applicant will be held responsible for any loss or damage caused.
- Alcohol, smoking and entertainment are strictly prohibited. No candles, incense or other flame or smoke producing materials may be used. No fees, donations or collections may be charged or solicited on site. The Village prohibits the attachment of signs to doors, walls, on top of existing signs or structures. Animals are not permitted on the premises unless they are service animals serving the needs of those with disabilities.
- The use of the name, address, phone number of the Village of Mount Pleasant as the address or headquarters for any person or group using Community Rooms is strictly prohibited. Any advertisements or invitations with the Village's name must clearly identify the sponsoring party and have a phone number for additional information.
- Meetings or events must not disrupt the use of the Village Hall by others. The use does not include the grounds or areas outside of the Village Hall. Persons attending the event are subject to all Village Hall rules and regulations.
- Displays or decorations may not be directly affixed to the walls or hung from the ceiling without prior approval. Confetti may not be used inside the Village Hall and/or Community Rooms. All displays must be dismantled and removed from the Village Hall immediately following the event.
- Stated capacities of rooms shall not be exceeded. Safety regulations must be followed. All emergency routes and exits must be clear and accessible at all times.

**Noncompliance with any of these guidelines may result in the prohibition of use of Village Community Rooms in the future.**

# FEE SCHEDULE

## Standard Rental Rates

Community Room 1	\$30.00 per hour
Community Room 2	\$15.00 per hour
Small Meeting Room	\$10.00 per hour
Auditorium	\$35.00 per hour

Standard Rental Rates apply to:

- Special/private events not open to the public
- Events held after hours
- Non-residents (add additional \$50.00 per event)

## Non-profit organizations

For Mount Pleasant based non-profits, there is no charge for facility use during normal business hours. Fees are 50% off for events held after hours. Non-profits not based in Mount Pleasant are charged 50% of the Standard Rental Rates during or after hours. Room reserve for several days per week will be considered for a special weekly reserve rate of \$50.00. This option is based on room availability.

## State / County Agency

See non-profit organizations above.

## Set up/special configuration

The rooms are set up in standard configurations. For space set up or reconfiguration a \$30.00 fee will be applied. For more info on configurations and possible options, please contact Village staff. Rooms shall be returned to the original setup and condition following an event.

## Kitchen Use / Food

Use of the kitchen appliances or serving of food or snacks at an event/meeting requires a \$20.00 flat fee per event.

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**The following fees may apply if the number of people attending a private event held after hours exceeds 50:**

## Security deposit

A \$100.00 security deposit may apply if deemed necessary based on the scope, day and type of activity. Damage deposits are 100% refundable and will be refunded within 14 days of the event provided the following conditions are met:

- The space is left in a clean and orderly manner
- The space is left in its standard configuration (unless a special configuration was set up by our staff)
- All furniture/equipment is accounted for and undamaged
- All room use guidelines have been met

## On-site security fee (if required)

- If required, the on-site security fee is \$200.00